

**TOWN OF ARLINGTON
MASSACHUSETTS
REQUEST FOR PROPOSAL**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID # 17-06 PROJECT MANAGER/Department of Public Work (DPW) FACILITY
RENOVATION**

The Town of Arlington, acting thru the Permanent Town Building Committee (PTBC) is seeking proposals from qualified individuals and firms for a Project Manager to perform construction related services related to the Renovation of the DPW buildings and yard area.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **April 10, 2017, 1:00 PM** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

One (1) hard copy and One (1) electronic copy of the technical proposal shall be submitted in a sealed envelope marked **"Bid #17-06 Project Manager/DPW Facility Renovation-Technical Proposal"**.

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine
Town Manager

March 15, 2017

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1. Introduction

The Town of Arlington invites proposals from qualified firms for Owner's Project Manager (OPM) services associated with the design and renovation of the DPW Facility located at 51 Grove Street. Qualified companies are requested to submit their proposals to the Purchasing Officer at the Town Hall, 730 Massachusetts Ave., Arlington, MA, in accordance with the instructions contained within this Request for Qualifications (RFQ).

The term Owner's Project Manager is defined as "an individual, corporation, partnership, sole proprietorship, Joint Stock Company, joint venture, or other entity engaged in the practice of providing project management services for the construction and supervision of construction buildings." The OPM is prohibited from having any affiliation with the designer, contractor, or any other party having an interest in the project.

Notice of this RFQ is published in the Central Register (which is a weekly publication of the Office of the Secretary of State), the Arlington Advocate (a newspaper of general circulation) and posted on the Town website (www.arlingtonma.gov/purchasing).

The Town will accept proposals delivered in person or by mail. All proposals must be received by 1:00 p.m. on April 10, 2017 to be considered. Proposals submitted by fax will not be considered. One hard copy and one electronic copy of the proposal must be submitted. All proposals must be submitted to:

Mr. Domenic Lanzillotti, Purchasing Officer
Arlington Town Hall
730 Massachusetts Ave.
Arlington, MA 02476
dlanzillotti@town.arlington.ma.us

This is not a price competition, but rather the Town's decision will be based upon qualifications and experience with similar projects. The Town will evaluate proposals and enter negotiations with the highest scoring proposer. If unsuccessful, the Town may attempt to negotiate with the second highest scoring proposer.

The Town of Arlington may cancel this RFQ or reject in whole or in part any and all proposals, if they determine that cancellation or rejection serves the best interest of the Town of Arlington.

2. Submission Deadline and Instructions

Qualified persons or firms are requested to submit proposals marked Project Manager/DPW Facility Renovation, with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal and one full proposal via email to dlanzilotti@town.arlington.ma.us by 1:00pm on April 10, 2017. Fax submissions will not be accepted.

Applicants must also execute and include in the sealed submission the Certificate of Vote, Certificate of Non-Collusion, and the Certificate of Tax Compliance. The Town of Arlington, through the Town Manager, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Request for Proposals if it is in the Town of Arlington's best interest to do so.

Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

All outer envelopes/packages must be labeled Project Manager/DPW Facility Renovation and mailed or hand delivered to the following address:

Mr. Domenic Lanzillotti, Purchasing Officer
Arlington Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 12:00 p.m. on the next normal business day.

3. Questions, Addendum or Proposal Modification

Questions concerning this RFQ must be submitted in writing to: Domenic Lanzillotti, Purchasing Officer, Arlington Town Hall, 730 Massachusetts Ave., Arlington, MA 02476, or they may be emailed to dlanzillotti@town.arlington.ma.us, questions/inquiries must be received by 4:00 p.m. on March 24, 2017 to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be posted on the Town's website (www.arlingtonma.gov/purchasing) by Addendum by 4:00 p.m. on March 30, 2017.

If any changes are made to this RFQ, an addendum will be posted on the Town's website. It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFQ has been published on the Town's website (www.arlingtonma.gov/purchasing) all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFQ.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFQ and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFQ language or any RFQ component files. Modifications to the body of the RFQ, Scope of Work, terms and conditions, or which change the intent of this RFQ are prohibited and may disqualify a response.

All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

Bidders are not to communicate directly with any employee of the Town of Arlington, except as specified in this RFQ, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ.

Bidders may contact the Contact Person for this RFQ in the event this RFQ is incomplete or the bidder is having trouble obtaining any part of the RFQ electronically through the Town website (www.arlingtonma.gov/purchasing), including, and without limitation the form and attachments.

4. Modifications to Proposal

A vendor may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____." Each modification must be numbered in sequence, and must reference the original RFP.

5. Pre-Proposal Conference/Briefing

There will be a pre-proposal walk through for this project on Thursday, March 23, 2017 at 10am at the site.

6. General Project Description

See Appendix A – Project Feasibility Study and Recommended Scope

7. Scope of Services

The Owner's Project Manager (OPM) shall work with the Town to provide advice and consultant services with respect to design, value engineering, scope of work, cost estimating, general contractor, and subcontractor pre-qualification/guidance pursuant to section 44D½ or 44D¾ when applicable, project construction and contract close out services.

The OPM will be responsible for, but not limited, to providing the following services:

- a) Assist the Town with designer selection for project architect.
 - i. Draft RFP for selection of architect services
 - ii. Review and organize architect responses
 - iii. Manage Town review and interview process of architect
- b) Gather information required to become familiar with the project and the various parties that must be communicated with during the design process, including town departments, and related third parties.

- c) Meet with Town, architect/designer, and other interested stakeholders as necessary throughout the entirety of the project, close out period and warranty period.
- d) Provide advice, consultation, and guidance to the Town relative to:
 - i. Preparation of the project scope, constructability of project scope, budget and schedule.
- e) Oversee the architect/designer's work as it relates to quality of design, efficiency of design, constructability and cost effectiveness.
- f) Monitor and control the overall project budget, make recommendations to the Town Manager concerning potential increases or decreases to the budget.
- g) Review and critique the architect/designer's cost estimates.
- h) Review the plans and specifications for cost, constructability issues, missing items, coordination, and compliance with the requirements of MGL c149, §§44A-44L and all other applicable laws and regulations.
- i) Maintain a complete project file including all written communication via mail or email, weekly photos of project progress, budget and schedule updates and all invoices and paid to date budgets.
- j) Be available to support the process and budget request at meetings of the Board of Selectmen, Finance Committee, Permanent Town Building Committee and Annual Town Meeting.

The OPM is to become fully engaged in the project immediately upon award of this contract.

8. Requirements for Application

Each applicant must submit a completed "Standard Designer Application Form for Municipalities and Other Public Agencies not within DSB Jurisdiction (updated February 2013)". The application can be downloaded from www.mass.gov/cam. The following information is specifically required:

- a) Firm/individual name, contact name, address, telephone and fax numbers;
- b) Firm/individual history including length of time the firm/individual has been in business;
- c) Names and titles of firm partners and/or officers;

- d) Key personnel that will be assigned to the project including: applicable registration numbers, resumes, professional designations, licenses held, and information on experience with similar projects;
- e) List of completed projects that would best illustrate qualifications for the project – references must be included;
- f) List of all ongoing projects with anticipated schedule(s) for completion;
- g) Names and qualifications of engineers and other consultants that may be used for the project;
- h) Statement of the scope and type of services proposed for the project. The applicant should describe the process and methodology to be used in the completion of services with specific reference to examples of similar projects in which this methodology has been used;
- i) Work plan and schedule which reflects timetable for completion of the project;
- j) Statement of any legal administrative proceedings pending or concluded adversely to the applicant within the past five (5) years that relate to the applicant's performance of this type of work;
- k) Appropriate certificates of insurance; and
- l) Demonstration that the firm has the financial capacity to fulfill its obligations if awarded the contract.

9. Minimum Criteria/Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- a) The individual or principal doing the work of the OPM shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer, and who has at least five (5) years experience in the construction and

supervision of construction of buildings or a person, if not registered as an architect, or professional engineer who has at least seven (7) years experience in the construction and supervision of construction of buildings. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the anticipated role that each will play in the project.

- b) Knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding and construction of Massachusetts public building projects including the State Building Code, regulations of the Architectural Barriers Board and Massachusetts public building and procurement law.
- c) Possess all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under Massachusetts' law to perform the function of the Owner's Project Manager.
- d) Provide evidence of insurance for general liability, automobile, worker's compensation (statutory) and professional services liability, as required.
- e) Provide detailed description of at least two (2) recent similar projects on which the OPM has performed similar services, identifying references with the owners of those projects as well as the personnel who worked on them and stating whether those individuals will be assigned to the Project.
- f) Not be debarred under MGL c149, §44C or disqualified under MGL c7, §38D.
- g) Submission of required statements and forms.

10. Comparative Evaluation Criteria

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

<i>Highly advantageous</i>	5 points	Response excels on the specific criterion
<i>Advantageous</i>	3 points	Response meets evaluation standard for the criterion
<i>Least Advantageous</i>	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
<i>Does Not Meet</i>	0 points *	Does not address the criterion

* Proposal is automatically eliminated from further consideration if “0 points” is received in any category.

a) Project Management Experience: Successful experience of firm or individual in the role of Owner Project Manager in the Commonwealth of Massachusetts over the last five (5) years:

- ◆ Experience in successfully completing six (6) or more OPM contracts will be considered Highly Advantageous (5 points)
- ◆ Experience in successfully completing three (3) but less than six (6) OPM contracts will be considered Advantageous (3 points)
- ◆ Experience in successfully completing one (1) but less than three (3) OPM contract will be considered Least Advantageous (1 point)
- ◆ No experience in OPM contracts will be considered as Does Not Meet (0 points and elimination from further consideration)

b) Project Design and Construction Oversight: Ability of firm or individual to begin work immediately and maintain an intensive schedule to meet the Town’s timetable, and oversee the architect’s work as it relates to quality of design, efficiency of design, constructability, cost effectiveness, bidding, and construction oversight:

- ◆ Developing presentation materials for this project and able to devote sufficient resources to complete the project according to the Town’s timetable, and available by the beginning of June 2017 to begin contract work will be considered Highly Advantageous (5 points)
- ◆ Some experience in these areas but information provided leaves unsure of ability to devote sufficient resources and to meet the project’s timetables, and available by the beginning of June 2017 to begin contract work will be considered Advantageous (3 points)
- ◆ Demonstrate limited construction management or limited design oversight ability, but may be able to devote sufficient resources to complete the project in accordance with Town’s timetable, and available by June 2017 to begin contract work will be considered Least Advantageous (1 point)
- ◆ Have not overseen a designer’s work as it relates to quality of design, efficiency of design and cost effectiveness or unable to devote sufficient resources to meet the

project's timetable will be considered as Does Not Meet (0 points and elimination from further consideration)

- c) Team and Key Staff: Qualifications and involvement of key personnel to be assigned to this project and the experience of such personnel in relation to successfully completing the role of OPM for projects similar in size and/or nature:
- ◆ Key staff with experience directly relevant to this building type that have at least seven (7) years of relevant experience in construction and supervision of buildings or an individual within the firm having nine (9) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Highly Advantageous (5 points)
 - ◆ Key staff that have at least five (5) years of relevant experience in construction and supervision of buildings or an individual within the firm having seven (7) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Advantageous (3 points)
 - ◆ Key staff that have less than five (5) years of relevant experience in construction and supervision of buildings or an individual within the firm having less than five (5) years relevant experience in construction and supervision of construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Does Not Meet (0 points and elimination from further consideration)
- d) Quality of References: References will be evaluated to identify the ability and quality of previous work as an OPM on municipal building projects in the Commonwealth of Massachusetts over the last five (5) years:
- ◆ Achieving successful OPM experience from six (6) or more previous contracts will be considered Highly Advantageous (5 points)
 - ◆ Achieving successful OPM experience from three (3) but less than six (6) previous contracts will be considered Advantageous (3 points)
 - ◆ Achieving successful OPM experience from one (1) but less than three (3) previous contract will be considered Least Advantageous (1 point)
 - ◆ No successful experience in any previous OPM contract will be considered as Does Not Meet (0 points and elimination from further consideration)
- e) Quality of Written Materials: Responses will be reviewed in conjunction with any materials provided to determine relative quality, readability, correct use of grammar and syntax, responsiveness to RFQ, and understanding of the projects and the role of the OPM:

- ♦ Proposals that organize their response according to the minimum and comparative criteria in the RFP, make it easy to evaluate the response, communicate a work plan that demonstrates the manner in which the OPM oversees the designer's work as it relates to the quality, efficiency, and cost effectiveness of design, and demonstrate an understanding of the project and use correct spelling, grammar and syntax will be considered Highly Advantageous (5 points)
- ♦ Proposals that demonstrate an understanding of the role of the OPM in similar projects, and that demonstrate an understanding of this project and use correct spelling, grammar and syntax, but do not organize their response according to the minimum and comparative criteria will be considered Advantageous (3 points)
- ♦ Proposals that demonstrate an understanding of the role of the OPM in similar projects, but do not demonstrate an understanding of this project, and have multiple spelling and/or grammatical errors will be considered Least Advantageous (1 point)
- ♦ Proposals that simply reiterate the preliminary scope of services or do not demonstrate an understanding of the role of the OPM for this project, and have multiple spelling and/or grammatical errors will be considered as Does Not Meet (0 points and elimination from further consideration)

11. Initial Fee proposal

The fee shall be subject to negotiation, NTE \$300,000 (Three Hundred Thousand Dollars.) The proposed fees should include all direct and indirect expenses as well as the costs of all sub-consultants and reimbursable expenses. Hourly rates for all proposed professional personnel assigned to the project should be indicated on the fee proposal.

12. Awarding of Contract

The Town may schedule interviews with the three highest scoring firms or individuals. The Town will rank the finalists based on consideration of the minimum criteria/qualifications, the comparative evaluation criteria, and the interview (if applicable).

The Town will begin discussion of final scope of services and fee negotiations with the top ranked firm or individual. If unsuccessful in the negotiations, the Town may attempt to negotiate with the next higher scoring respondent (and repeat that process) until successful. If negotiations with one or more of the finalists prove unsuccessful, the Town may reject all responses and may choose to re-advertise for OPM services if deemed in the best interest to do so. The selected Owner's Project Manager will be required to execute the Town's 'Contract for Project Management Services' (attached). It is the Town's intent to finalize and execute all contract documents with the selected firm by the beginning of June 2017.

CERTIFICATIONS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean natural person, business, partnership, corporation, committee, union, club or other organization, entity, or group of individuals.

Signature_____

Date_____

Print Name & Title

Company Name

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

_____, authorized signatory for _____

Name of individual

Name of contractor

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of Arlington, relating to taxes, permit or other fees, reporting of employees and contractors, and withholding and remitting child support.

Signature

Date

CERTIFICATE OF VOTE

At a duly authorized meeting the Board of Directors of the _____
held on _____ it was

VOTED, THAT

_____ (Name) _____ (Officer)

of _____ be and hereby is authorized to execute contracts and bonds in the name and on behalf of said _____, and affix its corporate seal hereto; and such execution of any contract or obligation in the name of _____ on its behalf by such officer under seal of _____, shall be valid and binding upon _____.

I hereby certify that I am the clerk of the above named _____ and
that _____ is the duly elected officer as above of said
_____, and that the above vote has not been amended or rescinded and
remains in full force and effect as the date of this contract.

 (Date)

 (Clerk)

Appendix A - Project Feasibility and Recommended Scope

The project scope is based on the report by Weston & Sampson dated September 30, 2013 labeled Town of Arlington, Massachusetts Department of Public Works Town Yard – Existing Conditions Study. This report is not the final design, but the beginning of the re-programming of the site.

The project scope of work will include the following:

- Analysis of existing layout of site – parking, vehicle storage and layout on the site, access into DPW yard, access into buildings for public and staff, internal layout of office space and meeting space.
- Meetings with interested stakeholders to create program changes.
- Layout of uses within the DPW yard, as well as layout of DPW parking lot that is accessible to the public.
- Reconstruction of site and building interiors created by the architect after analysis, study and design are completed.